

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR

REGARDING INFORMATIONAL REPORT  
Project Update - RAD Conversion;  
Resident Consultation

DATE January 23, 2019

On August 20, 2018 the PHA received notice of approval letters from HUD for all eight RAD conversion applications we submitted on August 25, 2017. The letters also served as the “Commitment to Enter into a Housing Assistance Payment” (CHAP) awards for those Asset Management Projects (AMPs 1-8). Staff have not received any additional information regarding a CHAP award for the twelve new units at McDonough Homes (AMP 13), for which the PHA submitted a RAD application on August 24, 2018.

As presented in separate reports on this meeting’s agenda, staff have assembled the documents required for successful Financing Plan submissions for all eight projects. If the Board approves we will submit them to HUD by the due date of February 15, 2019 (unless that date is extended).

The Financing Plans demonstrate that the PHA will “self-finance” the approximately \$9.122 million Initial Deposit to Replacement Reserves (IDRR) using the 2019 Capital Fund Program (CFP) grant, as approved at the November 28, 2018 Board Meeting. This will allow the PHA to avoid incurring debt at the time of conversion and allow for greater long-term funding flexibility. (As of the date when this report was written, the HUD Appropriations Act for this year still had not been approved.)

**Resident Consultation.** Staff conducted a series of 19 meetings at different PHA sites over a two-week period in December 2018 to notify residents that the CHAPs had been received and

update them on the conversion process and purpose. The presentations were made by seven staff and a total of 41 staff attended, including Housing Managers, Assistant Managers and Human Service Coordinators assigned to each site, and others. Meetings were held in the morning, afternoon, and evening hours to allow residents a chance to attend when most convenient to them. Staff provided refreshments at each meeting (cookies, coffee, and bottled water).

All presenters used the same PowerPoint slides and provided uniform answers to residents' questions. To provide meaningful access for residents with "Limited English Proficiency" (LEP), staff arranged for interpreters for 15 languages including American Sign Language (ASL), Amharic, Cambodian, Cantonese, French, Hmong, Karen, Khmer, Mandarin, Oromo, Russian, Somali, Spanish, Tigrinya, and Vietnamese.

A total of 553 residents attended the meetings and signed in (and other residents came who did not sign in); and staff recorded 150 questions that residents asked during the meetings. Staff's summaries of the residents' comments and questions at each meeting and the PHA's responses are attached.

JTL/AJH

Attachments: RAD Project Plan  
RAD Financing Plan Checklist  
Resident Information Meeting Notice and Schedule  
PowerPoint Presentation for Resident Information Meetings  
Resident Information Meeting Notes